

STATE OF LOUISIANA

# 2017 WEATHERIZATION ASSISTANCE PROGRAM (WAP)

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## Proposed State Plan

WAP-ALRD-2017 (Administrative and Legal Requirements Document)  
CFDA #81.042



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Louisiana Housing Corporation  
2415 Quail Drive  
Baton Rouge, Louisiana 70808  
(225) 763-8700 • FAX (225) 763-8752  
[www.lhc.la.gov](http://www.lhc.la.gov)

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# **TABLE OF CONTENTS**

## **I. EXECUTIVE SUMMARY**

## **II. APPLICATION FOR FEDERAL ASSISTANCE - STANDARD FORM 424**

## **III. BUDGET**

III.1 SF 424A Budget

III.2 Budget Justification

## **IV. ANNUAL FILE**

IV.1 Subgrantees

IV.2 Production Schedule

IV.3 Energy Savings

IV.4 DOE-Funded Leveraging Activities

IV.5 Policy Advisory Council

IV.6 Hearings and Transcripts

IV.7 Miscellaneous

IV.8 Subgrantee Information

## **V. MASTER FILE**

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

V.1.2 Approach to Determining Building Eligibility

V.1.3 Definition of Children

V.1.4 Approach with Tribal Organizations

V.2 Selection of Areas to Be Served

V.3 Priorities for Service Delivery

V.4 Climatic Conditions

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

V.5.2 Energy Audit Procedures

V.5.3 Final Inspection

V.6 Weatherization Analysis of Effectiveness

V.7 Health & Safety

V.8 Program Management

V.8.1 Overview and Organization

V.8.2 Administrative Expenditure Limits

V.8.3 Monitoring Activities

V.8.4 Training & Technical Assistance

V.9 Energy Crisis & Disaster Plan

## Executive Summary

The State of Louisiana Weatherization Assistance Program Proposed State Plan for Program Year 2017 serves as Louisiana's application to the U.S. Department of Energy (USDOE) for Weatherization Assistance Program funding.

Fiscal Year 2017 allocation is an estimate of Fiscal Year 2016 total allocation of \$1,345,356. Fiscal Year 2017 final allocation will include adjustments from the planning numbers reflected in WPN 16-2A and the draft state plan necessary to align with final DOE appropriations for WAP.

The purpose of the Weatherization Assistance Program (WAP) is to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential expenditures, and improve their health and safety. The priority population for the Weatherization Assistance Program includes persons who are particularly vulnerable such as the elderly, persons with disabilities, families with children, high residential energy users, and low-income households with high-energy burdens.

The Louisiana Housing Corporation's (LHC) mission is to assure that every Louisiana resident is granted an opportunity to obtain safe, affordable, energy efficient housing. Considering that high energy costs could significantly influence the affordability of housing and often impact the basic subsistence requirement of a household, LHC is committed to helping decrease the energy burden for many low-income households.

The Louisiana Weatherization Assistance Program will be implemented through contract agreements with local community action agencies and local governmental entities to deliver services to all sixty-four (64) parishes in Louisiana.

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

2. Type of Application:

- ☒ New  
☐ Continuation  
☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

02/17/2016

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:

DE-EE0007923

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: LOUISIANA HOUSING CORPORATION

b. Employer/Taxpayer Identification Number (EIN/TIN):

45-4619102

c. Organizational DUNS:

078424719

d. Address:

Street 1: 2415 QUAIL DRIVE

Street 2:

City: BATON ROUGE

County: EAST BATON ROUGE Parish

State: LA

Province:

Country: U.S.A.

Zip / Postal Code: 708080110

e. Organizational Unit:

Department Name:

Energy Assistance Department

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms First Name: Loretta

Middle Name:

Last Name: Wallace

Suffix:

Title: Program Administrator

Organizational Affiliation: Louisiana Housing Corporation

Telephone Number: 2257541441

Fax Number: 2257541469

Email: lwallace@lhc.la.gov

APPLICATION FOR FEDERAL ASSISTANCE SF-424		Version 02
<b>9. Type of Applicant:</b>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> A      State Government </div>	
<b>10. Name of Federal Agency:</b>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> U. S. Department of Energy </div>	
<b>11. Catalog of Federal Domestic Assistance Number:</b>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 81.042 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> CFDA Title: </div> <div style="border: 1px solid black; padding: 5px;"> Weatherization Assistance Program </div>	
<b>12. Funding Opportunity Number:</b>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> DE-WAP-0002017 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Title: </div> <div style="border: 1px solid black; padding: 5px;"> 2017 Weatherization Assistance Program Funding </div>	
<b>13. Competition Identification Number:</b>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Title: </div>	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 64 Parishes in Louisiana </div>	
<b>15. Descriptive Title of Applicant's Project:</b>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Weatherization Assistance Program (WAP) </div>	

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: Louisiana Congressional District 06

b. Program/Project: LA-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

**17. Proposed Project:**

a. Start Date: 07/01/2017

b. End Date: 06/30/2018

**18. Estimated Funding (\$):**

a. Federal	1,345,356.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	1,345,356.00

**19. Is Application subject to Review By State Under Executive Order 12372 Process?:**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on:
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372

**20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)**

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)

☒ I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Mr First Name: Edselle  
Middle Name: Keith  
Last Name: Cunningham  
Suffix: Jr.

Title: Executive Director

Telephone Number: 2257638700

Fax Number:

Email: kcunningham@lhc.la.gov

Signature of Authorized Representative: Signed Electronically

Date Signed:

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102

**U.S. Department of Energy**  
**BUDGET INFORMATION REMARKS**

(Grant Number: EE0007923)

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**Remarks**

FY 2017 allocation is estimated on FY 2016 total allocation award amount of \$1,345,356. FY 2017 final allocation will include adjustments from the planning numbers reflected in WPN 16-2A and the draft state plan necessary to align with final DOE appropriations for WAP.

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007923		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080110		4. Program/Project Start Date 07/01/2017	5. Completion Date 06/30/2018

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 1,345,356.00		\$ 1,345,356.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 1,345,356.00	\$ 0.00	\$ 1,345,356.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTR ATION	(2) SUBGRANTE E ADMINISTR	(3) GRANTEE T&TA	(4) SUBGRANT EE T&TA	
a. Personnel	\$ 46,798.00	\$ 0.00	\$ 11,516.00	\$ 0.00	\$ 58,314.00
b. Benefits	\$ 20,469.00	\$ 0.00	\$ 5,037.00	\$ 0.00	\$ 25,506.00
c. Travel	\$ 0.00	\$ 0.00	\$ 19,000.00	\$ 0.00	\$ 19,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 67,267.00	\$ 176,337.00	\$ 35,000.00	\$ 1,242,536.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 67,267.00	\$ 67,267.00	\$ 211,890.00	\$ 35,000.00	\$ 1,345,356.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 67,267.00	\$ 67,267.00	\$ 211,890.00	\$ 35,000.00	\$ 1,345,356.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007923		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080110		4. Program/Project Start Date 07/01/2017	5. Completion Date 06/30/2018

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 1,345,356.00	\$ 0.00	\$ 1,345,356.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATION S	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 58,314.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,506.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,000.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 748,555.00	\$ 87,877.00	\$ 16,500.00	\$ 11,000.00	\$ 1,242,536.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 748,555.00	\$ 87,877.00	\$ 16,500.00	\$ 11,000.00	\$ 1,345,356.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 748,555.00	\$ 87,877.00	\$ 16,500.00	\$ 11,000.00	\$ 1,345,356.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. EE0007923		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address LOUISIANA HOUSING CORPORATION 2415 QUAIL DRIVE BATON ROUGE, LA 708080110		4. Program/Project Start Date 07/01/2017	5. Completion Date 06/30/2018

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 1,345,356.00	\$ 0.00	\$ 1,345,356.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) VEHICLES AND EQUIPMENT	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 58,314.00
b. Benefits	\$ 0.00				\$ 25,506.00
c. Travel	\$ 0.00				\$ 19,000.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 0.00
f. Contract	\$ 100,000.00				\$ 1,242,536.00
g. Construction	\$ 0.00				\$ 0.00
h. Other	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 100,000.00				\$ 1,345,356.00
j. Indirect	\$ 0.00				\$ 0.00
k. Totals	\$ 100,000.00				\$ 1,345,356.00
7. Program Income	\$ 0.00				\$ 0.00

# U.S. DEPARTMENT OF ENERGY



## BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: LOUISIANA HOUSING CORPORATION  
Award number: EE0007923

Budget period: 07/01/2017 - 06/30/2018

1. **PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

Position	Description of Duties of Professionals
(4) Compliance Specialist 3	Assist in policy making and preparation of federal reports. Review audits, request for payment and track expenditures. Monitor and provide technical and training assistance to contractors and subgrantees. A small percentage of the Program Monitor's salary will be paid from WAP T&TA.
Accounting Staff (5).	Process payments, grants management and federal reporting.
Administrator	Management and oversight of a corporation division. Principal assistant to the corporation's Executive Director.
Program Manager	Overall management of the statewide WAP, budgetary matters, policy making, and preparation of federal reports, grant application, and supervises staff. Also, serves as the liaison to federal oversight.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
(4) Compliance Specialist 3	\$198,000.00	13.0660 % FT	\$25,870.68
Accounting Staff (5)	\$67,704.00	13.0660 % FT	\$8,846.20
Administrator	\$107,078.00	13.0660 % FT	\$13,990.81
Program Manager	\$73,528.00	13.0660 % FT	\$9,607.17
		Direct Pay Total	\$58,314.86

## 2. FRINGE BENEFITS

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.
- b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

Fringe benefits consist of group life insurance, medical insurance, Medicare and retirement, approximately at a 43.74% rate of salary. Fringe rate breakdown: Retirement 31.30%, Medical Insurance 9.49%, Life Insurance 1.5%, and Medicare 1.45%.

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
(4) Compliance Specialist 3	\$25,870.68	43.7400 %	\$11,315.84
Accounting Staff (5)	\$8,846.20	43.7400 %	\$3,869.33
Administrator	\$13,990.81	43.7400 %	\$6,119.58
Program Manager	\$9,607.17	43.7400 %	\$4,202.18
		Fringe Benefits Total	\$25,506.93

**3. TRAVEL**

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
In-State Travel - Monitoring Monitoring for programmatic and technical field monitoring by two different individuals.	20	\$350.00	\$7,000.00
Out-of-State travel to attend two (2) conferences and training requirements for contractor certifications.	4	\$3,000.00	\$12,000.00
		Travel Total	\$19,000.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Organization travel policies.

**4. EQUIPMENT** - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
-----------	-----------	--------	------------	-----------------------

- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

**5. SUPPLIES** - Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

General Category	Cost	Justification of Need
------------------	------	-----------------------

- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

**6. CONTRACTS AND SUBGRANTS** - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section II.3).

Name of Proposed Sub	Total Cost	Basis of Cost*
Technical Training	\$81,337.00	QCI, RRP Lead Safe, NEAT/MHEA

Vehicle Purchase/Upgrade	\$100,000.00	LHC will use equipment funds for three new vehicles for use by the WAP subgrantees. The vehicles will be used 100% for weatherization. The vehicles will be distributed based upon need and status/condition of vehicles currently in use. The subgrantees are currently using vehicles that were purchased with ARRA funds in 2009. During monitoring visits it has been noted that several subgrantee vehicles are showing significant signs of wear and high mileage.
Compliance Technical Monitor (Contractor)	\$95,000.00	As the technical/field monitor this individual possesses the following Six Building Performance Institute Certifications: Quality Control Inspector, Building Analyst, Envelope Professional, Healthy Home Evaluator, Infiltration Duct Leakage, and Energy Auditor. Other certifications held by this individual are: US EPA RRP Lead Safe Renovator; DOE Health and Safety Class certification and proctor; and OSHA 10. This individual is responsible for ensuring the curriculum development for the LHC Weatherization Assistance Program align with the Department of Energy (DOE) and the Building Performance Institute (BPI) on Weatherization field training and class curriculum. This person is the BPI proctor and trainer for the LHC Weatherization Assistance Program. This individual also oversees day-to-day operations of the Weatherization training center. As the proctor and trainer this individual will assure continued training is provided to the subgrantees such as QCI, IREC, NEAT and MHEA and ASHREA 62.2 as deemed necessary. Conduct on-site monitoring to ensure subgrantees files as well as the workmanship of the units are in compliance with DOE, and State regulations and guidelines pertaining to the WAP program. This includes verifying QCI inspections, quality of the Weatherization work and accessing the energy efficiency of the unit.
Subgrantees (10) Listed in Annual File, Section IV.1	\$966,199.00	Includes Subgrantee Administration, Subgrantee T/TA, Program Operations, Health and Safety, Liability Insurance and Financial Audit.
Contracts and Subgrants Total	\$1,242,536.00	

\*For example, Competitive, Historical, Quote, Catalog

**7. OTHER DIRECT COSTS** - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

- a. Please provide a General Description, Cost and Justification of Need.

General Description	Cost	Justification of Need
---------------------	------	-----------------------

- b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

## 8. INDIRECT COSTS

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

- b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

LHC will not be requesting reimbursement for Indirect Costs from DOE.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Rene Landry, CFO

Phone Number: 2257638820

Indirect costs calculations:

<b>Indirect Cost Account</b>	<b>Direct Total</b>	<b>Indirect Rate</b>	<b>Total Indirect</b>
Indirect Support	\$0.00	0.0000 %	\$0.00
			\$0.00

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0007923, State: LA, Program Year: 2017)**

**IV.1 Subgrantees**

<b>Subgrantee (City)</b>	<b>Planned Funds/Units</b>
Caddo Community Action Agency, Inc. (Shreveport)	\$97,909.00 12
DeSoto Parish Police Jury/OCS (Mansfield)	\$85,241.00 10
LaSalle Community Action Assn., Inc. (Sicily Island)	\$95,878.00 12
Quad Area Community Action Agency, Inc. (Hammond)	\$305,270.00 36
St. Mary Community Action Agency (Franklin)	\$132,333.00 16
TBD (Marksville)	\$50,704.00 6
TBD (Jefferson) (Jefferson)	\$74,281.00 9
TBD (Slidell) (Slidell)	\$38,711.00 5
Terrebonne Parish Consolidated Gov./DHHS (Houma)	\$24,824.00 4
Vernon Community Action Council (Leesville)	\$61,048.00 10
<b>Total:</b>	<b>\$966,199.00 120</b>

**IV.2 WAP Production Schedule**

<b>Weatherization Plans</b>	<b>Units</b>
Total Units (excluding reweatherized)	120
Rewatherized Units	0
Note: Planned units by quarter or category are no longer required, no information required for persons.	

<b>Average Unit Costs, Units subject to DOE Project Rules</b>		
<b>VEHICLE &amp; EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$100,000.00
B	Total Units Weatherized	120
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	120
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$833.33
<b>AVERAGE COST PER DWELLING UNIT (DOE RULES)</b>		
F	Total Funds for Program Operations	\$748,555.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	120
H	Average Program Operations Costs per Unit (F divided by G)	\$6,237.96
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$833.33
J	Total Average Cost per Dwelling (H plus I)	\$7,071.29

**U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET**

**(Grant Number: EE0007923, State: LA, Program Year: 2017)**

**IV.3 Energy Savings**

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	120	29.3	3516
Prior Year Estimate	0	29.3	0
Prior Year Actual	0	29.3	0

**Method used to calculate savings description:**

units x 30.5

**IV.4 DOE-Funded Leveraging Activities**

LHC will not budget PY2017 DOE funds to conduct leveraging activities.

**IV.5 Policy Advisory Council Members**

☐ Check if an existing state council or commission serves in this category and add name below

AARP Louisiana /State Office	Type of organization: Other Contact Name: Ms. Emerald Dixon Phone: 9855704218 Email: <a href="mailto:emerald Dixon@hotmail.com">emerald Dixon@hotmail.com</a>
Alliance for Affordable Energy	Type of organization: Non-profit (not a financial institution) Contact Name: Logan Atkinson Burke Phone: 5042089761 Email: <a href="mailto:logan@all4energy.org">logan@all4energy.org</a>
ATMOS Energy	Type of organization: Utility Contact Name: Karl Weber, Manager, Public Affairs Phone: 5048494335 Email: <a href="mailto:karl.Weber@atmosenergy.com">karl.Weber@atmosenergy.com</a>
CLECO Power LLC	Type of organization: Utility Contact Name: Roxane D. Barnes, Director/Community Affairs Phone: 3184847610 Email: <a href="mailto:roxane.Barnes@cleco.com">roxane.Barnes@cleco.com</a>
EBR Parish Office of Social Services	Type of organization: Unit of Local Government Contact Name: Irby Hornsby, Executive Program Administrator Phone: (225)358-4561 Email: <a href="mailto:ihornsby@brgov.com">ihornsby@brgov.com</a>
Entergy New Orleans	Type of organization: Utility Contact Name: Demetric Mercadel Phone: 5049136451 Email: <a href="mailto:dmercadel@entergy.com">dmercadel@entergy.com</a>
LaSalle Community Action Association, Inc.	Type of organization: Local agency Contact Name: Dorothy Oliver, Executive Director Phone: 3183894810 Email: <a href="mailto:doliver.lcaa@gmail.com">doliver.lcaa@gmail.com</a>
St. Mary Community Action Agency	Type of organization: Local agency Contact Name: Almetra J. Franklin, CEO Phone: (337)828-5703 Email: <a href="mailto:afrank6333@aol.com">afrank6333@aol.com</a>

**IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)**

Date Held	Newspapers that publicized the hearings and the dates the notice ran
No record found	



U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
WEATHERIZATION ANNUAL FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2017)

IV.7 Miscellaneous

Contact information for the Recipient Business Officer and Recipient Principal Investigator:

Loretta Wallace | *Program Administrator*  
**LOUISIANA HOUSING CORPORATION**  
[lwallace@lhc.la.gov](mailto:lwallace@lhc.la.gov) | [www.lhc.la.gov](http://www.lhc.la.gov)  
Desk: 225.754.1483 | Cell: 225.614.3131 | Fax: 225.754.1469  
11637 Industriplex Blvd., Baton Rouge, LA 70809-5139  
twitter: [@lahousingcorp](https://twitter.com/lahousingcorp) | facebook: [LouisianaHousingCorp](https://www.facebook.com/LouisianaHousingCorp)

Policy Advisory Council (PAC)

Organization Name	Group Representing
AARP Louisiana	Elderly/Handicapped
ATMOS Energy	Utility
Alliance for Affordable Energy	Low Income Families
CLECO Power, LLC	Utility
EBR Parish/Office of Social Services	Low Income Families
Entergy New Orleans	Utility
LaSalle Community Action Association	Low Income Families
St. Mary Community Action Agency	Low Income Families

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: LA Grant Number: EE0007923 Program Year: 2017

Name:	<b>Caddo Community Action Agency, Inc.</b>	Contact:	Laurance Guidry, Executive Director
		DUNS:	807188149
Address:	4055 St. Vincent St. P.O. Box 3446 Shreveport, LA 71108	Phone:	(318) 861-4808
		Fax:	(318) 861-4958
		Email:	lguidry@shreve.net
Counties served:	RAPIDES Parish CADD0 Parish LINCOLN Parish	Tentative allocation:	\$ 97,909.00
		Planned units:	14
		Type of organization:	Local agency
		Source of labor:	Contractors
		Congressional districts served:	CD LA-04 LA-05
Name:	<b>DeSoto Parish Police Jury/OCS</b>	Contact:	Lynda Spivey, Interim Director
		DUNS:	010491728
Address:	404 Polk Street, Suite B P. O. Box 1410 Mansfield, LA 71052-0000	Phone:	(318) 872-0880
		Fax:	(318) 871-8616
		Email:	Lspivey@desotoppj.com
Counties served:	UNION Parish MOREHOUSE Parish NATCHITOCHE Parish SABINE Parish BOSSIER Parish BIENVILLE Parish CLAIBORNE Parish RED RIVER Parish WEBSTER Parish DE SOTO Parish	Tentative allocation:	\$ 85,241.00
		Planned units:	13
		Type of organization:	Unit of local government
		Source of labor:	Contractors
		Congressional districts served:	CD LA-05 LA-04
Name:	<b>LaSalle Community Action Assn., Inc.</b>	Contact:	Dorothy Oliver, Executive Director
		DUNS:	168574507
Address:	825 Hwy. 8 Sicily Island, LA 71368-0000	Phone:	(318) 389-4810
		Fax:	(318) 389-4815
		Email:	doliver.lcaa@gmail.com
Counties served:	EAST CARROLL Parish CATAHOULA Parish RICHLAND Parish CONCORDIA Parish JACKSON Parish FRANKLIN Parish WINN Parish MADISON Parish CALDWELL Parish TENSAS Parish OUACHITA Parish LA SALLE Parish GRANT Parish WEST CARROLL Parish	Tentative allocation:	\$ 95,878.00
		Planned units:	14
		Type of organization:	Local agency
		Source of labor:	Agency
		Congressional districts served:	CD LA-05

DOE F 540.5

U.S. Department of Energy

OMB Control No: 1910-5127

(08/05)

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: LA Grant Number: EE0007923 Program Year: 2017

Name:	<b>Quad Area Community Action Agency, Inc.</b>		Contact:	Wallace Sibley, Executive Director	
			DUNS:	139242085	
Address:	45300 N. Baptist Road Hammond, LA 70401-4907		Phone:	(225) 209-0780	
			Fax:	(225) 567-2630	
			Email:	quadweatherization@yahoo.com	
Counties served:	IBERVILLE Parish	Tentative allocation:	\$ 305,270.00	Congressional districts served:	CD
	EAST FELICIANA Parish	Planned units:	45		LA-05
	ORLEANS Parish	Type of organization:	Local agency		LA-01
	ST. JAMES Parish				LA-02
	ST. JOHN THE BAPTIST I				LA-06
	WASHINGTON Parish				
	EAST BATON ROUGE Pa				
	WEST BATON ROUGE Pa				
	TANGIPAHOA Parish				
	LIVINGSTON Parish				
	ST. CHARLES Parish				
	WEST FELICIANA Parish				
	ST. HELENA Parish				
	ASCENSION Parish				
	ASSUMPTION Parish				
Source of labor: Contractors					
Name:	<b>St. Mary Community Action Agency</b>		Contact:	Almetra Franklin, CEO	
			DUNS:	029172855	
Address:	1407 Barrow Street P. O. Box 271 Franklin, LA 70538-3514		Phone:	(337) 828-5703	
			Fax:	(337) 828-5754	
			Email:	Afrank6333@aol.com	
Counties served:	IBERIA Parish	Tentative allocation:	\$ 132,333.00	Congressional districts served:	CD
	JEFFERSON DAVIS Parish	Planned units:	19		LA-06
	VERMILION Parish	Type of organization:	Local agency		LA-01
	ST. MARY Parish				LA-03
	LAFAYETTE Parish				
	LAFOURCHE Parish				
	ACADIA Parish				
	ST. MARTIN Parish				
Source of labor: Contractors					
Name:	<b>TBD</b>		Contact:	Brenda Wilmer, Executive Director	
			DUNS:	947728010	
Address:	641 Government Street P.O. Box 527 Marksville, LA 71351		Phone:	(318) 253-6085	
			Fax:	(318) 253-9153	
			Email:	bwilmer@krocket.net	
Counties served:	AVOYELLES Parish	Tentative allocation:	\$ 50,704.00	Congressional districts served:	CD
	EVANGELINE Parish	Planned units:	7		LA-06
	POINTE COUPEE Parish	Type of organization:	Local agency		LA-03
	ST. LANDRY Parish				LA-05
					LA-04
Source of labor: Contractors					

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 02/29/2020

State: LA Grant Number: EE0007923 Program Year: 2017

Name:	<b>TBD (Jefferson)</b>	Contact:	Jedidiah Jackson, Executive Director	
		DUNS:	072630486	
Address:	1221 Elmwood Park Blvd. Suite 402 Jefferson, LA 70123-2337	Phone:	(504) 736-6900	
		Fax:	(504) 736-7093	
		Email:	jbjackson@jeffparish.net	
Counties served:	JEFFERSON Parish	Tentative allocation:	\$ 74,281.00	Congressional districts served: <u>CD</u>
		Planned units:	11	LA-06
		Type of organization:	Unit of local government	LA-01
		Source of labor:	Contractors	LA-02
Name:	<b>TBD (Slidell)</b>	Contact:	Allyson Villars, Executive Director	
		DUNS:	929281053	
Address:	P. O. Box 1609 520 Old Spanish Trail Suite 3-C Slidell, LA 70459	Phone:	(985) 898-3074	
		Fax:	(985) 643-5843	
		Email:	aavillars@stpgov.org	
Counties served:	ST. BERNARD Parish PLAQUEMINES Parish ST. TAMMANY Parish	Tentative allocation:	\$ 38,711.00	Congressional districts served: <u>CD</u>
		Planned units:	5	LA-01
		Type of organization:	Unit of local government	
		Source of labor:	Contractors	
Name:	<b>Terrebonne Parish Consolidated Gov./DHHS</b>	Contact:	Melanie Van Buren, Executive Director	
		DUNS:	045774333	
Address:	809 Barrow Street P. O. Box 6097 Houma, LA 70360-4722	Phone:	(985) 873-6446	
		Fax:	(985) 873-6434	
		Email:	mvanburen@tpcg.org	
Counties served:	TERREBONNE Parish	Tentative allocation:	\$ 24,824.00	Congressional districts served: <u>CD</u>
		Planned units:	3	LA-06
		Type of organization:	Unit of local government	LA-01
		Source of labor:	Agency and Contractors	
Name:	<b>Vernon Community Action Council</b>	Contact:	Renee Brannon, Executive Director	
		DUNS:	847112828	
Address:	12286 Lake Charles Hwy. Leesville, LA 71496-0027	Phone:	(337) 404-7710	
		Fax:	(337) 404-7706	
		Email:	vernoneac1@bellsouth.net	
Counties served:	BEAUREGARD Parish ALLEN Parish VERNON Parish CALCASIEU Parish CAMERON Parish	Tentative allocation:	\$ 61,048.00	Congressional districts served: <u>CD</u>
		Planned units:	8	LA-04
		Type of organization:	Local agency	LA-03
		Source of labor:	Agency and Contractors	

U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2017)

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

**V.1 Eligibility**

**V.1.1 Approach to Determining Client Eligibility**

Provide a description of the definition of income used to determine eligibility

Low income as per 10 CFR 440.22(a) means that income in relation to family size which: (1) is at or below 200 percent of the poverty levels, determined in accordance with criteria established by the Director of the Office of Management and Budget, or (2) is the basis on which cash assistance payments have been paid at any time during the preceding twelve months under Title IV and XVI of the Social Security Act of 1981, or (3) is the basis for eligibility for assistance under the Low Income Home Energy Assistance Program (LIHEAP), provided that such basis is at least 200 percent as established by Director of the Office of Management and Budget.

Describe what household Eligibility basis will be used in the Program

The low-income population of the State of Louisiana will be targeted for weatherization services. According to the 2010 census, the estimated number of eligible dwelling units in which the elderly reside is 557,605. The estimated number of eligible dwelling units in which a person with a disability(ies) reside is 997,342 (which equals to 22% of our current population of 4,533,372).

Priority is given to the following at-risk households:

- elderly,
- persons with disabilities,
- households with children 5 and under,
- high residential energy users, and
- households with a high energy burden.

Application eligibility expires 12 months from certification date if work on dwelling unit (energy audit) has not been initiated.

Link to Louisiana Wx Field Guides is located in section V.5.1

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

Verification of alien status will be carried out in accordance with the rules issued by the U.S. Justice Department and guidance provided by Health and Human Services (HHS) under LIHEAP. Applicants are required to provide original Social Security Cards for all household members. Agencies that are designated as local government and do not subgrant eligibility determination to a qualified non-profit organization are not exempt from this requirement and must conduct "status verification" for program applicants.

**V.1.2 Approach to Determining Building Eligibility**

Procedures to determine that units weatherized have eligibility documentation

Policies and procedures have been developed and published by the State to ensure assisted units are not weatherized without completion of an eligibility determination. This process is based on both the household income and the dwelling unit. Property owners must provide documentation to confirm ownership of the dwelling unit to be assisted (such as tax payment receipts, copies of deed, or certain other forms). Confirmation will also be obtained verifying that the dwelling has not been previously weatherized using WAP funds, or the dwelling was weatherized prior to September 30, 1994. Documentation is maintained in individual client files by subgrantees and the Hancock Energy Software (HES) system.

Describe Reweatherization compliance

U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2017)

The American Recovery and Reinvestment Act (ARRA) extended assistance to units weatherized on or before September 30, 1994. Policies and procedures have been developed, published by the state and implemented by the subgrantees to ensure that no dwelling is re-weatherized, except as provided in 10 CFR Part 440.18.(e) 2 (iii). Documentation is maintained in individual client files by subgrantees, the Hancock Energy Software (HES) system and in the Louisiana Weatherization Assistance Program (LaWAP) Guides.

Describe what structures are eligible for weatherization

Eligible housing types include owner and renter-occupied single family homes, owner and renter occupied manufactured (mobile) homes, and multi-family buildings.

Describe how Rental Units/Multifamily Buildings will be addressed

Rental dwelling units, both single family and multi-unit buildings will be eligible for weatherization assistance if:

- The subgrantee has obtained the written permission of the owner, or his agent
- Duplexes and four-unit buildings have at least 50% of the units occupied by low-income applicants
- Other multi-unit buildings have at least 66% of the units occupied by low-income applicants
- For a reasonable period of time after completion, the household will not be subjected to rent increases (unless those increases are demonstratively related to other matters other than the weatherization work performed).

The Lessor authorizes and permits the Agency to undertake the Weatherization activities allowed by federal law and regulations, as determined necessary by a NEAT/MHEA energy audit established by DOE and the State.

In consideration of the above, and the mutual promises and obligations herein provided, the parties hereto agree as follows:

Service to be provided:

Upon written request, the Agency agrees to furnish the Lessor with an itemization of the services and materials to be provided, which shall be attached to and become part of this Agreement.

Consideration for Services

From the date of execution of this Agreement, the Lessor further agrees not to raise the rental charge of the above unit(s) for one year from the date the Weatherization services are completed because of the increased value of any such dwelling unit(s) due to Weatherization assistance provided under this program. This does not preclude the increase of rent due to increased operating costs by the owner that can be documented. The Lessor further acknowledges that there are no current plans to sell or dispose of said rental unit(s) for a period of not less than one year from the date of this agreement.

Eviction

The Lessor agrees that the Lessee of said weatherized dwelling unit shall not be evicted or involuntarily removed from the dwelling because of the Weatherization services provided under this agreement and/or because of the upgraded value of the property.

Penalty for Violation

If the Consideration of Services and Eviction sections of this agreement are violated, the Lessor will be billed for the cost of the Weatherization services on a prorated basis for each month the unit was inhabited by the tenant. The Lessor further agrees to pay the cost of such services, within thirty (30) days of the date of such billing.

Liability

The Agency shall not be held responsible or liable in any way for the failure to provide work, labor services or materials provided for by the terms of the Agreement due to federal, state or municipal action or regulation. Under this Agreement, the Lessor shall not be liable for injuries and damages occurring during the completion of the Weatherization activities, which do not arise as a result of the Lessor's actions, or activities on the premises.

Release of Information

U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2017)

The Lessee/Applicant (or a person in the household) who is responsible for the payment of all costs associated with the utilities at the above address authorizes the utility vendor(s) to make the billing records available to the Agency or its designee, prior to and subsequent to the installation of weatherization measures, for the purpose of evaluating the effectiveness of the energy savings measures of the weatherization assistance services.

The Lessee/applicant further grants permission for photographs and non-confidential information concerning the above unit to be used to document and/or publicize the Weatherization Assistance Program.

This agreement becomes effective on the date that the weatherization assistance work has passed a satisfactory post inspection by the Agency's QCI inspector, and is acceptable and signed by the Lessee/Applicant. It expires one year following the date of acceptance and approval of the work performed.

Subgrantees must submit multi-family projects to LHC for review and approval before work begins and costs are incurred. The State will review and submit the proposed project to the U.S. DOE Project Officer for final approval.

Describe the deferral Process

Certain housing problems may cause health and safety hazards and/or present a lack of cost effectiveness to implement weatherization measures. These problems may necessitate a deferral of weatherization services to a home. In these cases, the subgrantee must notify the applicant and assist with seeking alternative resources to correct the problems. The deferral policy is included in Section V.7 of this Application, under Health and Safety.

**V.1.3 Definition of Children**

Definition of children (below age): 18

**V.1.4 Approach to Tribal Organizations**

☐ Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

In accordance with 10 CFR §440.16(f), low-income members of an Indian tribe will receive benefits equivalent to the assistance provided to other low-income persons within the state.

**V.2 Selection of Areas to Be Served**

All sixty-four (64) parishes in Louisiana are served by the 10 subgrantees of the LaWAP program. Subgrantees are responsible for the administration and implementation of the Weatherization Assistance Program, which serves eligible persons in their designated parishes. The funds are allocated to each subgrantee using a parish allocation formula.

**V.3 Priorities for Service Delivery**

The Louisiana Housing Corporation (LHC) will ensure subgrantees give priority for weatherization assistance to units occupied by the elderly, persons with disabilities, families with children, high residential energy users, and households with high-energy burden. The Applicant Priority Ranking system awards points to the targeted population based on income, length of time the application has been on file, and the total energy cost and burden ratio.

Subgrantees are made aware that service to board members, employees and relatives of employees may appear as a conflict of interest. Subgrantees are required to have written policies outlining how these applications are processed for weatherization services.

**V.4 Climatic Conditions**

Climatic conditions are largely consistent through the State. The average heating degree days have been supplied by the National Oceanic and Atmospheric

U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2017)

Administration. Climate severity is measured in degree days, which are an indicator of how much fuel will be necessary on any given day to maintain comfort conditions in a home. The temperatures in the northern part of the State are slightly colder, however, the difference is not significant enough to warrant alteration of the allocation formula. Site-specific weather data is also used in the application of the NEAT audit, which was used to develop the priority list.

Total heating-degree days in Louisiana range from a high of 2,418 in the northwestern corner of the State to a low of 1,709 in southeastern Louisiana. The average for cooling-degree days is around 3,000 statewide. The cooling and heating-degree days have been supplied by the Louisiana State University Center for Energy Studies. Site-specific NEAT energy audits will be completed for all single-family homes for heating system or air conditioner replacements. Red-tagged, inoperable, or nonexistent heating systems replacement or repair is allowed under Health and Safety where climate conditions warrant. Air conditioning system replacement, repair, or installation is allowed as a Health and Safety issue in the home of at-risk occupants (elderly, disabled or children); also where climate conditions warrant. Site-specific weather data is used in the application of the NEAT audit. Domestic water heaters will be replaced on a case-by case-basis for health and safety.

## V.5 Type of Weatherization Work to Be Done

### V.5.1 Technical Guides and Materials

The State is committed to providing quality services and ensuring that work performed on each client's home meets the eligibility requirements of the weatherization program. The "Louisiana Wx Field Guide" (Deck of Cards) was created and has been in use by the WAP providers in the field. This tool is aligned with DOE's Standard Work Specifications (SWS) and is being effectively used as the Louisiana Field Guide and Field Standards for both site built and manufactured housing types. The guides provide a tangible reference, demonstrating specific measures along with an illustration on installation and desired measure outcomes.

An electronic copy of the Louisiana Wx Field Guides can be found at:

[http://www.lhc.la.gov/assets/Programs/Weatherization\\_Assistance/WXFieldGuide.pdf](http://www.lhc.la.gov/assets/Programs/Weatherization_Assistance/WXFieldGuide.pdf)

<https://drive.google.com/file/d/0BwbXbEWcn-fmZ3lvmYzbE1xYTQ/view?usp=sharing>

During training of WAP field personnel and program directors, hard copies of the field guides were distributed. WAP agencies are aware that these guides are available online, or by request from LHC weatherization staff.

All work will be performed in accordance to the DOE-approved NEAT/MHEA energy audit procedures and 10 CFR 440, Appendix A. Signed documentation will be obtained and maintained on file from all Weatherization Subgrantees, vendors, and direct hire contractors acknowledging expectations for SWS compliance and work quality.

All subgrantee agreements and vendors contracts will contain language that clearly documents the SWS specifications for work quality, as outlined in Weatherization Program Notice 14-4 dated December 16, 2013 and Weatherization Program Notice 15-4 dated October 21, 2014., Section 2. The contracts will state:

#### Section 2.3

**Standard Work Specifications.** In accordance with 10 CFR 440 Appendix A, LHC has instituted a Quality Work Plan (QWP) to establish benchmarks for energy efficiency retrofits in the Weatherization Assistance Program. The QWP defines specifications for work quality, workforce training and the qualifications required for individuals performing inspections of WAP work. For Program Year 2017, all tasks performed on weatherized homes must meet the specifications, objectives and desired outcomes outlined in the Standard Work Specifications for Home Energy Upgrades (SWS) for Single Family, Multifamily and/or Manufactured Homes, as prescribed in the Weatherization Program Notice 14-4 dated December 16, 2013 and Weatherization Program Notice 15-4 dated October 21, 2014.

LHC will accept the signature on all contracts/agreements as the mechanism used to confirm the subgrantees understand and agree to the expectations of the DOE standard work specifications requirements.

LHC will ensure that all Weatherization activities not included in the list of Categorical Exclusion activities in Section 2.6 of WPN 17-1 will have an Environmental Questionnaire (EQ)-1 prepared and submitted to DOE for review.

Every DOE/WAP unit reported as a "completed unit" must receive a final inspection ensuring all work meets the minimum specifications outlined in the SWS and all components of the Louisiana State Plan. All sub-contractors' agreements must include the same technical requirements and the work performed must be consistent with procedures established in LHC's standards and DOE approved field guides.

All quality control inspections must be conducted by an independent BPI Certified Quality Control Inspector as prescribed in the Weatherization Program Notice 15-4 and the Louisiana State Plan.

## V.5.2 Energy Audit Procedures



U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2017)

Audit Procedures and Dates Most Recently Approved by DOE

<b>Single-Family :</b>	September 8, 2016 Approval was for full site-specific NEAT audits on all single-family housing units.
<b>Manufactured Housing :</b>	April 30, 2014 Approval was for full site-specific MHEA audits on all manufactured housing units (mobile homes).
<b>Multi-Family :</b>	LaWAP will ensure that all staff will have the required MF training and any proposed weatherization of multi-family unit will be approved by DOE before work commences.

Comments

V.5.3 Final Inspection

Subgrantees are required to perform an independent quality control inspection (QCI) at the conclusion of each Weatherization project. This inspection must include all mechanical work performed on completed dwelling units. This must occur, and be documented, before reporting the project to the State as a "completed unit". This process is to ensure that all work performed meets or exceeds the minimum specifications outlined in the SVS and LA Field Guide in accordance with 10 CFR 440. All supporting documentation including inspection and monitoring certifications will be maintained in the client's file and all necessary data will be entered in the Hancock Energy Software (HES) system.

LHC will continue to offer testing within LHC's Technical and Training Assistance contract and provide inspectors with an ongoing opportunity for QCI certifications throughout the program year.

LHC's QCI certified inspector will monitor (at least) 5% of the completed units and accompanying client files for each subgrantee if the unit's final inspection was performed by an individual that had no involvement in the work performed on the unit. However, if it is determined that the subgrantee under review did not use an independent QCI inspector, LHC will increase the percentage from (at least) 5% to 10% of all completed units.

In PY2015 LHC updated its Weatherization Program Guide. As part of this update, LHC added language to supplement the QCI process: "Subgrantees are required to ensure that each Weatherization completion receives an appropriate and properly executed final inspection. This inspection must be performed by a DOE/BPI certified Quality Control Inspector (QCI). LHC, as part of their regular monitoring procedure will review final inspection forms, subgrantee inspection processes and completed homes to ensure the inspections are being performed correctly and in a manner that is consistent with DOE expectations as outlined in WPN-15-4. Failure by the subgrantee to utilize the QCI process correctly may result in all associated costs being disallowed and returned to LHC. Should multiple instances of poorly performed inspections be found, LHC will, at the very minimum, place the subgrantee on a Watch List or Probation. Should the Watch List or Probation fail to correct the issue, LHC will seek stiffer actions as allowed in the Weatherization Program Manual and the subgrantee grant agreement (contract)."

V.6 Weatherization Analysis of Effectiveness

In accordance with 10CFR 440.14(c)(6)(i), LHC has established policies of evaluating subgrantees' performance during field monitoring, desktop monitoring, peer-to-peer training, Hancock Energy Software (HES) data monitoring, annual training assessments and independent ITBS agency analysis.

Evaluations will be based on financial and programmatic reports submitted by the subgrantee. Monitoring site visits will include, but are not limited to, assessment of program files and reports, work quality, production and expenditure reports, and hands-on training conducted by the Program Specialists.

As a part of the monitoring process, LHC will institute a "risk analysis." As a result of the risk analysis, an agency may be placed on a "Watch List" and given an opportunity to improve its performance. Any agency given this designation will necessitate the need for increased monitoring. A work plan with relative timelines will be developed in an effort to improve documented performance weaknesses of subgrantees placed on the watch list. When a subgrantee's performance fails to improve in a reasonable time period, it elevates to probationary status level for no more than one program year. At this point, LHC may implement procedures to impose sanctions such as; reduce funding or terminate the contract.

The HES system will continue to be utilized to capture program data to formulate analysis for monthly management reviews and board meetings. LHC will look at upgrades and improvements needed with the weatherization component of the HES software.

V.7 Health and Safety

The final rule, published March 3, 1993, revised the purpose and scope of the Weatherization Assistance Program to improve the health and safety of low-

U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2017)

income persons served by the Program, especially those that are particularly vulnerable such as the elderly, person with disabilities, and children, according the regulations 10 CFR 440.16, 440.18 and 440.21.

The Health and Safety Plan is a separate attachment to the Grant Application.

## V.8 Program Management

### V.8.1 Overview and Organization

#### State Administration

The major goal of the Louisiana Weatherization Program is to enable low-income individuals and families, particularly the elderly, persons with disabilities, and households with children the opportunity to participate in an energy conservation program. This will positively impact the program's participants by lessening the impact of the high cost of energy on their household budgets, improving household health and safety, and reducing their dependence on the Low-Income Home Energy Assistance Program (LIHEAP). The program also helps to reduce energy consumption, as part of a national goal of energy independence, by increasing the thermal efficiency of homes, reducing the greenhouse gas CO<sub>2</sub> and providing employment opportunities in both the public and private sectors.

The executive director of the LHC has empowered the Program Administrator to be primarily responsible for all energy programs. The Program Administrator shall fully utilize all assigned energy staffing to ensure the most efficient and effective program administration. Current personnel will continue to administer and monitor the program, as outlined in the approved plans; all new hires will be interviewed to assess experience and will be fully trained to ensure program continuity.

Although subgrantees will have direct access to the Hancock Energy Software (HES) team at the HES headquarters through the Helpdesk module, ownership of the HES system resides at LHC. LHC energy personnel, along with the Corporation's IT team, will ensure that the system's integrity and functionality.

The Energy Program Manager is responsible for ensuring compliance with federal program requirements, development of policy initiatives and general program administration. The manager reports directly to the Program Administrator.

Ongoing program monitoring of local subgrantees is conducted by the Housing Compliance Specialist. The Compliance Specialist is also responsible for contract administration, reporting, and tracking of funding allocations.

Fiscal monitoring, payment processing and assistance with contract processing are conducted by the LHC Accounting team. The LHC Compliance Monitor will visit subgrantees annually to monitor fiscal compliance and provide technical assistance in the areas of accounting, auditing, weatherization processes and related program activities.

Program decisions and administration guidelines will adhere to all federal and state regulations related to the use of current funding for the provision of weatherization services in Louisiana.

### V.8.2 Administrative Expenditure Limits

If a subgrantee receives less than \$350,000 of DOE funds for the Weatherization Assistance Programs, the subgrantee may receive an additional five percent for administrative funds as set forth in Sec. 440.18(d). This guidance provides direction for recipients of grants if the state has determined that such recipients require additional administrative funds to effectively implement the program measures.

### V.8.3 Monitoring Activities

The LHC utilizes a systems approach to monitoring local subgrantees for compliance with applicable regulations and achievement of performance goals for the weatherization program. The framework for the systems approach is a regulation based assessment that is criterion-referenced. The assessment includes: general organization, desk reviews, onsite visits to evaluate the subgrantees' general administration and program management systems, needs assessment, service delivery, financial management, and technical and field applications according to the DOE Standard Work Specifications, program procurement and property

U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2017)

control system.

Currently, there are a total of five (5) positions assigned to the WAP. Three (3) are assigned caseloads to oversee the subgrantees' program operation, process all requests for payment, monitor performance and provide technical assistance to the subgrantees, contractors and vendors. One of the positions is responsible for conducting the administrative/fiscal on-site monitoring. This person is extremely knowledgeable with program regulations, guidance, financial management and administrative operations.

LHC has a contract employee with previous experience in the Weatherization Program, with the required credentials and knowledge performing the technical monitoring regarding program regulations and best practices of the WAP Program. The technical monitor is a certified BPI Home Energy Professional (HEP) Quality Control Inspector (QCI). This person will also be responsible for coordinating and/or providing the training activities required by DOE.

Part of the salaries under the WAP program will be charged to the Grantee administration budget and WAP T&TA categories. Travel expenses to conduct monitoring activities will be charged to the Grantee T/TA budget category.

**Type of Monitoring Reviews:**

*Administrative/Fiscal Monitoring*

LHC staff will conduct an annual on-site program compliance monitoring review, during the second and third quarters of the program year. Scheduling of the visits will depend upon the subgrantee's contractual production schedule.

The review will involve using a comprehensive monitoring instrument to ensure that uniform monitoring procedures are applied to each subgrantee. This procedure provides for an analysis of the subgrantees' performance and implementation of the WAP under the program agreement.

The areas covered in the monitoring instrument, include:

Reporting and record keeping

Policy and procedures

Service delivery

Eligibility determination

Accounting and financial management policies and procedures, including internal control systems.

Monitoring of contractors

Personnel policies and procedures

Property records and office inventory

Procurement process

Other program-related compliance area that are material to the Agreement.

**Fiscal Monitoring Schedule:**

**Agency Name    Tentative Monitoring Dates**

Quad                      10/09/17 - 10/10/17

LaSalle                    11/13/17 - 11/14/17

St. Mary                   12/20/17 - 12/21/17

Vernon                    01/22/18 - 01/23/18

TBD (Marksville)        02/19/18 - 02/20/18

U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2017)

Jefferson	02/26/18 - 02/27/18
Terrebonne	03/05/18 - 03/06/18
Caddo	04/02/18 - 04/03/18
Desoto	04/03/18 - 04/04/2018
TBD (Slidell)	

**Technical/Field Monitoring**

LHC staff will inspect at least 5% of the completed units weatherized by each subgrantee, as well as, review corresponding client files under this grant annually during the Program Year. LHC staff will also inspect additional "in progress" homes at each subgrantee, as needed. During the monitoring visits, LHC staff will provide technical assistance; however, additional on-site technical assistance will be provided based on need. Should LHC determine that a subgrantee under review did not use an independent QCI inspector, LHC will increase the monitoring percentage from at least 5% to 10% of all completed units.

- The areas covered in the monitoring instrument, include:
- General operational policy
- Employee and subcontractor policy
- Facilities, vehicles, tools and equipment
- Energy audits
- Health and Safety for client and workers
- Personnel training
- Client education
- Final inspections
- Denial of services

**Monitoring Procedures:**

Each subgrantee will be notified in advance of their scheduled monitoring visit. During the visit, staff will use a comprehensive monitoring tool that will ensure a thorough review of each subgrantee. At the end of the visit, the Subgrantee will be briefed on any observations, findings and/ or general comments. If Health and Safety issues are discovered which present imminent danger to people in the household, the LHC staff will require the Subgrantee to immediately resolve the issues and provide supporting evidence of resolution.

Within 30 days after each fiscal or technical visit, LHC will provide a written report to the Subgrantee describing the current monitoring assessment, which will identify any findings, concerns, recommendations, commendations, best practices and any corrective actions, if applicable. When extensive corrective actions are required, LHC will be allowed a total of 45 days following the monitoring visit to provide the written report to the Subgrantee. The Subgrantee will be required to respond within 30 days of the date of the monitoring report regarding any corrective action it has or will be undertaking. LHC will track all correspondence, including financial reviews until final resolution. If necessary, staff will conduct a follow-up monitoring visit to ensure that the corrective action has been initiated or completed. Once LHC and the Subgrantee have mutually agreed on the outcome, LHC will send a closure letter to the Subgrantee and place a copy in the monitoring file. Should both parties not reach a mutual agreement, then LHC will make assessments that may include termination of the contract.

Sensitive or significant noncompliance findings, such as waste, fraud, or abuse will be reported to DOE immediately.

Repeated unresolved findings, based on a minimum of two (2) monitoring visits at a Subgrantee, will be reported immediately to the DOE Project Officer.

The Louisiana Weatherization Field Guides, DOE Standard Work Specifications and NEAT & MHEA will be used to evaluate the effectiveness, safety, workmanship, overall appearance, and compliance with the LaWAP Standards of individual weatherization jobs.

**The LHC staff will:**

Recommend reworks, re-inspections, and T&TA visits in response to major findings and will investigate legitimate customer complaints, which may result in the agency being required to return to correct errors or omissions.

Note concerns about agency operations on the inspection report.

Disallow costs and/or designate the agency as high-risk and place the agency on a Watch List in response to recurring major findings or persistent noncompliance with LaWAP policy.

U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2017)

**Goals:**

Provide comprehensive verification that Local Agencies are delivering high quality Weatherization services.

Verify compliance with applicable policies and regulations.

Promote efficiency and effectiveness in Weatherization delivery.

Identify areas where there are deficiencies and training and technical assistance is warranted.

Perform Technical Monitoring annually as required and depending on concerns/issues found during monitoring, additional on-site visits may be conducted.

<u><b>Agency Name</b></u>	<u><b>Tentative Field Monitoring Date</b></u>
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TBD (Marksville Area)	December 2017
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Caddo Community Action Agency	February 2018
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DeSoto Parish Police Jury-OCS	May 2018
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Jefferson CAP	March 2018
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LaSalle CAA	January 2018
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QUAD Area Community Action Agency, Inc.	May 2018
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St. Mary Community Action Agency	June 2018
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TBD (Slidell)	March 2018
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Terrebonne Parish Consolidated Government	April 2018
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Vernon CAC	February 2018
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**T&TA Visits:**

T&TA visits are not official monitoring visits and do not result in the reporting of findings. LHC will visit agencies for T&TA purposes, as often as necessary. LHC will provide guidance, training, and technical assistance to agencies in response to findings.

**Financial Audit Review:**

The subgrantees' annual financial audit reports are received, tracked and logged, and are continuously monitored for findings impacting weatherization. Monitoring reviews performed onsite at the subgrantees' facility ensures that annual financial audits are performed in accordance with federal regulations. LHC will investigate all findings or issues detailed in the audit report that relate to the weatherization program. If significant issues are found they will be investigated by LHC. LHC will document all actions taken until the issue is resolved. Significant findings identified in subgrantee financial audit reports related to weatherization program will be reported to the DOE.

**Rating of Agencies:**

LHC will rate weatherization agencies' compliance with LaWAP policies, cited on the monitoring instrument, according to the following scale:

Good Compliance (GC): Subgrantees will receive a rating of GC when a monitoring event does NOT identify deficiencies in compliance with evaluation standards specific to a given LaWAP policy, or, when minor deficiencies are identified that are easily corrected during the monitoring event.

- Minimal Compliance (MC): Subgrantees will receive a rating of MC when a monitoring event identifies deficiencies in compliance with evaluation standards specific to a given LaWAP policy for the minority (less than half) of the sample items (homes, files, etc.) reviewed.
- Noncompliance (NC): Subgrantees will receive a rating of NC when a monitoring event identifies deficiencies in compliance with evaluation standards specific to a given LaWAP policy for the majority of the sample items (homes, files, etc.) reviewed, or when noncompliance with a "zero tolerance" issue is identified. Zero tolerance for the following areas of noncompliance includes, but is not limited to the following Health & Safety Issues:

U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2017)

- o CAZ (performance & documentation)
- o CO (performance & documentation)
- o Unvented Space Heaters
- o Incomplete NEAT & MHEA Audit
- o Gas leak(s) detected
- o Insulation blown over knob and tube wiring
- o Items invoiced for weatherization purposes that have NOT been installed on the home i.e., insulation, Rinnai heaters, refrigerators, range vents, etc.
- o Weatherization conducted without use of blower door
- o Recurring Findings/Reworks

*\*The ratings are established at the conclusion of a monitoring event upon completion of the Louisiana Standards Field Monitoring Form. The ratings are recorded and reported to the agency on the LHC field monitoring section in the final written field monitoring report.*

**Findings And Agency Discipline:**

The discovery of a violation of a policy or procedure is called a Finding. Findings will be documented during each regularly scheduled monitoring visit. The findings will be revisited and reexamined during the subsequent regularly scheduled monitoring visit to ensure corrective action has been taken.

Findings - Any noncompliance with a LaWAP policy or procedure constitutes a Finding. Examples of Findings may include, but are not limited to the following:

- The health and safety of customers, subgrantee staff, or subcontractors, or the integrity of the building structure is threatened by work completed with LaWAP funds
- A weatherization related health or safety problem is created by, exacerbated by, or not corrected by the delivery of LaWAP services
- The omission, without appropriate authorization, of a required cost effective measure, a necessary repair, or a required health and safety repair
- Poor quality work that degrades the performance of weatherization measures or repairs
- Measures not installed according to DOE Standard Work Specification and LA Field Guide
- Major expenditure of funds on measures that are not included on the appropriate priority list, or are not required in the LaWAP Field Standards Expenditure for materials not listed in Appendix A of 10 CFR 440
- Costs charged to a unit with no documentation or receipts to validate
- Any action or lack of action that may result in a liability that threatens LaWAP
- Work site cleanup that does not meet the satisfaction of the client
- Required energy conservation measures that are not installed
- Required health and safety measures that are not addressed
- Employees are not given adequate time to attend training
- Office or warehouse contains fire or safety hazards
- Agency files are disorganized and difficult to monitor

**Corrective Action/Rework Report**

Failure to respond within 30 days from date of monitoring report will be documented and may become a finding on future monitoring reports. Once LHC receives the corrective action/rework report, including all support documentation (photos, written responses, receipts, client acknowledgement forms, etc.), LHC will issue a closure letter if the report is deemed appropriate and corrective actions have been properly implemented and/or executed.

**Agency Discipline:**

Consistent or repeated violations of LaWAP standards may require LHC to impose disciplinary action upon an agency. The disciplinary action imposed will vary depending on the deficiency or deficiencies identified. Therefore, an agency may bypass the Watch List and move immediately to Probation or Termination. The disciplinary actions in order of least to most severe include:

- Placement on a "Watch List"
- Probationary Status
- Termination of Weatherization Contract

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0007923, State: LA, Program Year: 2017)

*\*Each agency may reserve its right to appeal any disciplinary action taken.*

**Watch List:**

As part of the monitoring process, an agency may be placed on a "Watch List". The purpose of the Watch List is to provide the agency with an opportunity to improve on its performance weaknesses. Placement on the watch list is typically associated with relatively minor deficiencies that warrant additional attention in order to prevent more serious issues from developing. The agency will receive written notice that it is being placed on the Watch List and will be given a reasonable time period to correct the issues. The length of time provided to correct the issues may vary depending upon the corrective action to be taken. Agencies placed on the watch list may also be monitored on a more frequent basis than the regularly scheduled monitoring visits. The reasons for placing an agency on a watch list may include, but are not limited to the following:

- When an agency fails to submit responses to findings and corrective actions/reworks in a timely manner as specified in LHC's monitoring reports
- When an agency has recurring findings and/or corrective actions/reworks
- When LHC determines that there are administrative issues within the agency that affect its performance of LaWAP
- When LHC finds that staff and/or contractors need additional training to improve the quality of work and/or training of new staff
- When LHC determines that the average cost per unit is excessively high or low based on the State's overall average for the program year

*\* If the agency has corrected the issues cited in the Watch List notification within the time period given, the agency may be removed from the Watch List and will proceed with regularly scheduled monitoring events. However, if the agency does not comply within the time period provided, the agency may be placed on probation.*

**Probation:**

Depending on the severity of observations, corrective actions/reworks, and findings noted during monitoring visits, LHC may exercise its option to place the agency on probation. Additionally, if the agency fails to correct its findings and corrective actions/reworks cited in the "Watch List" notification, the agency may be placed on probation. The agency will receive written notice from the LHC administrator that it is being placed on probation and will be given a reasonable time period to correct the issues. The notice will include the cause for probation and additional instruction to assist the agency in achieving compliance. The agency will also receive additional monitoring visits and/or onsite training from LHC, if deemed necessary. The reasons for placing an agency on probation may include, but are not limited to, the following:

- When an agency has recurring findings that are not resolved within the time period provided
- When standards rated as noncompliant are recurring
- When the agency fails to comply with the corrective action that was submitted while the agency was on the watch list
- When the agency consistently fails to reach unit production goals established by its contract
- When an agency consistently exhibit a low expenditure rate

*\* The agency will remain on probation until the LHC has determined that the agency is back in compliance with the policies and procedures of LaWAP. If the agency does not improve within the reasonable time period given, it may be subject to termination of the contract.*

**Termination:**

The Corporation shall notify the Agency in writing of a default of the Agreement under Article 13.1 of the contract. The Corporation shall provide the Agency with ten (10) calendar days to cure the default. If at the end of the cure period, the Corporation determines that the violation has not been cured, the Termination of the Agreement shall be effective immediately, without further notice.

Agencies may appeal termination by the following sequential steps:

1. Agencies that do not agree with the decision may submit an appeal to the LHC Board of Directors.
2. Agencies that do not agree with the decision of LHC Board of Directors may submit an appeal to the DOE's Project Officer.

**Appeals Of Findings**

Appeals should be submitted in writing within thirty (30) calendar days of receipt of a notification. Agencies may appeal findings by the following sequential steps:

1. The agency may appeal finding(s) to LHC's Program Administrator.
2. Agencies that do not agree with the decision of LHC Program Administrator may submit an appeal to the LHC Board of Directors.
3. Agencies that do not agree with the decision of LHC Board of Directors may submit an appeal to the DOE's Project Officer.

After following the sequential steps listed above, the appeals process has been exhausted.

**V.8.4 Training and Technical Assistance Approach and Activities**

**U.S. Department of Energy**  
**WEATHERIZATION ASSISTANCE PROGRAM (WAP)**  
**STATE PLAN/MASTER FILE WORKSHEET**

(Grant Number: EE0007923, State: LA, Program Year: 2017)

Training and Technical Assistance (T&TA) activities are intended to maintain or increase the efficiency, quality and effectiveness of the WAP program at all levels. T&TA will be administered to ensure quality work, maximize energy savings, minimize production costs and improve program management. This component of the program is designed to make certain that installed field measures meet the LaWAP Standards for work outlined in accordance to the Standard Work Specifications (SWS) for Home Energy Upgrades and the Louisiana WX Field Guides.

In PY2017 LHC will facilitate another IREC accredited QCI training program to acquire additional BPI QCI inspectors and to maintain the existing knowledge, skills and abilities in the current qualified pool. This program ensures all inspectors possess the knowledge, skills and abilities outlined in the National Renewable Energy Laboratory (NREL) Job Task Analysis (JTA). T&TA funds will be used to train subgrantees and contractors participating in the WAP program. In making the determination to pay for contractors' training, LHC will secure a retention agreement in exchange for the training. The retention agreement will require that contractors maintain consistent employment in the WAP program for a specific amount of time, ensuring the funds expended for training are maximized. LHC developed a timeline for accredited training using DOE curricula designed for both new and experienced WAP workers. The T&TA plan addressed two distinct categories, Tier 1 and Tier 2 Training and Technical Assistance (T&TA).

**Tier 1 T&TA:**

The weatherization Assistance Program Standardized Curricula will be used for the following:

- Weatherization Assistant NEAT and MHEA
- Installer/Technician Fundamentals
- Energy Auditor-Single Family
- Quality Control Inspector
- DOE approved Health and Safety (WPN 11-06)
- Lead Safe Weatherization (LSW)
- ASHRAE 62.2 2016

**Tier 2 T&TA:**

Single issues, short-term, Tier 2 training to address acute deficiencies in the field including but not limited to dense packing, ASHRAE, combustion testing, etc will be documented and provided. Subgrantee conference T&TA are included in this category. The LHC training center will be utilized for mandatory T&TA activities that are aligned with DOE curricula. Classroom, field T&TA, and hands-on facilitation will meet specific training needs of local agencies, crews and contractors statewide. LHC will track accredited mandatory IREC trainings. Mandatory attendance will be required with penalties assessed for failure to comply.

Contractors offering Weatherization will be obligated to attend certain training courses based upon their worker classification. LHC will require all direct hires and contractors, weatherization coordinators, crew members, workers, and supervisors to attend LHC training on Health and Safety in accordance to WPN 11-06. LHC has and will provide opportunities for WAP staff to become Building Performance Institute (BPI) Home Energy Professional (HEP) certified.

Field monitoring will provide an opportunity for on-site training and technical assistance and the identification of areas where more extensive training is needed. LHC will combine comprehensive analysis and assessment of monitoring, Compliance Specialist reports, field inspections and DOE Project Officer Evaluation to compare the effectiveness and the energy savings achieved to use in development of T&TA activities and priorities. The assessment of Grantee effectiveness in administrating and implementing the grant will be closely aligned with the following:

- Compliance with DOE WAP federal program requirements
- General administration and program management systems
- Identify cost-effective improvements
- Install measures effectively and safely in accordance with the SWS and the LA Wx Field Guides.
- Do no harm to occupants, workers and home weatherized

LHC's training and BPI accredited testing center has and will continue to establish partnerships with other IREC certified DOE WAP training centers. LHC staff will ensure the training center remains current and up-to-date on curriculum ensuring efficiency and innovation in administering the WAP grant.

The following ongoing activities support productive training and technical assistance:

- LHC subscribes to the leading weatherization periodicals, including Home Energy and the State and Local Energy Report
- The Monitors and Trainers remain knowledgeable of developments in the field of energy conservation and work to incorporate valuable practices and techniques into existing operations
- Training participants are solicited to provide direct feedback to LHC management through the use of evaluation forms

Pre and Post-client education on energy conservation will be documented in client's files including health and safety education corresponding to relevant issues that are identified at the home. Client Education will consist of, but is not limited to:

- EPA Renovate Right for important Lead Hazard Information for Families
- EPA Mold, Moisture, and Your Home
- What You Should Know About Space Heaters
- Manuals for Installed Mechanicals



U.S. Department of Energy  
WEATHERIZATION ASSISTANCE PROGRAM (WAP)  
STATE PLAN/MASTER FILE WORKSHEET

(Grant Number: EE0007923, State: LA, Program Year: 2017)

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V.9 Energy Crisis and Disaster Plan